
2003 - FCCA Conference - Orlando

Educational Session Descriptions

Monday, June 23, 2003

Investment in Turbulent Times - Jim DeLaTorre, CRPC, Gallagher Benefit Services of California. The financial markets have been through unusually turbulent times lately. First there was the dot-com bubble, followed by a disputed national election. And, in the midst of it all, we are experiencing an economic slowdown. It is only natural to be concerned about the challenges ahead. And yet, out of catastrophe can come opportunity. Even during turbulent times, you can comfortably ride out the storm - financially, at least - if you have a sound financial strategy for financial success. We'll show you proven investment approaches that can help you thrive in these uncertain times.

Benefit Plans - Lee Horvath, Benefits Program Manager, Administrative Office. Participants will be provided an update on the Judiciary's supplemental benefits program initiative and trends in benefits. Discussion topics will include the privacy of health information under provisions of the Health Insurance Portability and Accountability Act, the future of consumer directed health care, efforts of the Administrative Office to provide on-line access to flexible benefits information and the role of Long-term Care plans in benefit programs.

Geek and Geezers at Work - Marilyn Vernon, FJC. Your office may include four generations of employees born over a 50-

year span. Who are the Veterans, Baby Boomers, Gen-Xers, and Nexters, and how do you work together productively given the inevitable collision of values, mind-sets, and ambitions? During this 90-minute session, participants will explore generational differences and share strategies for appreciating the contributions of court employees of all ages.

Managing Your Priorities - Joy Richardson, FJC. It is not unusual to hear, "First thing first." But, what exactly does that mean? How do you determine what should be first, when everything seems equally important? It can be hard to stay in touch with your priorities in a work environment that is constantly changing. To succeed, you have to manage your own diverse tasks and manage the personal interactions that can help or hinder you in achieving your goals. In this 90- minute session, you will explore interpersonal techniques that can help you deal with interruptions effectively, clarify tasks, and ask for help so that your work will flow more smoothly and productively.

Tuesday, June 24, 2003

Judiciary Budget Briefing - Greg Cummings, Chief, Budget Division, Administrative Office. The Judiciary Budget Briefing involves a discussion of the outlook for the fiscal year 2004 and beyond. The

session will also include an update on the work of the Budget and Finance Advisory Council.

Sick Building - Jessica Lyublanovits, Environmental Quality Manager, U. S. District Court - Middle District of Florida. This 90-minute session provides important and valuable information and strategies that can help the participant recognize common indicators of a “sick building.” Information obtained from various industrial hygiene and medical professionals across the United States will be provided. Topics of discussion include the prevention, identification, and remediation of mold within indoor environments. Issues relating to staff concerns, potential health ramifications, and maintenance of inter-agency cooperation throughout a mold investigation and remediation project will also be provided.

CM/ECF - David Scott, CM/ECF Project Manager, AO; Linda Jacobson, Chief Deputy, District of Maine; Denise Lucks, Chief Deputy, District of Nebraska. A panel of two chief deputies and David Scott from the AO will describe their efforts for successful CM/ECF implementation, including gaining judges’ support, conducting bar marketing and outreach, and organizing training for bench, bar, and court staff. Questions will be welcomed.

Retirement Planning CSRS - Donna DiMaggio, CFP, LLC. If you are a CSRS federal employee, then you need to know the best way to prepare and enjoy your retirement. In this brief session, we will review what you need to retire and calculate your current benefits for your retirement. Some of the topics will cover your benefits and how this may be integrated with your social security benefits, your life insurance,

health insurance, and investing appropriately. Some additional discussion will be offered on the Voluntary Contribution program.

Audit Tips - Tom Downey, CPA, Senior Manager, Clifton Gunderson LLP; Stuart Kurlancheek, Chief, Court Financial Audit Branch, Administrative Office. This discussion will include techniques for reducing the number of audit findings. Some areas of discussion will include; mistakes and pitfalls to avoid, separation of duties with limited staffing, and the best methodologies for performing internal control evaluations. Additionally, there will be a discussion regarding the need for clear communication between the auditors and the courts.

Workers Compensation - Kevin Finn, Office of Workers’ Compensation Programs. The workers compensation seminar will inform the attendees of the benefits afforded federal employees under the Federal Employees’ Compensation Act, and how to apply for those benefits. The seminar will also advise managers of their responsibilities in managing the program from their end to help OWCP adjudicate the claims and pay benefits in a timely manner.

Courtroom Technology - Jorge Sanz - Systems Manager, U. S. District Court - Middle District of Florida. Courtroom Technology has blossomed over the past several years and has now become entrenched in the court culture. More and more, attorneys are embracing technology as a means of showing case materials to the Judge and jurors alike. This courtroom technology overview will go over all aspects of this exciting arena. From evidence presentation to video conferencing, the courtroom has embraced technology to the fullest. The presenter will discuss the many

options available in today's "high technology" courtrooms. Additionally, live equipment will be in place for demonstrational purposes to illustrate concepts. Lastly, the many informational resources available on the Internet will be explored as the Courtroom 21 Courtroom Information Project will be highlighted.

Some technology that will be highlighted are as follows: document cameras, electronic smart boards, video conferencing, digital court reporting, real-time transcription, laptop connectivity, mobile presentation carts, and various court technology related websites.

Retirement Planning FERS - Donna DiMaggio, CFP, LLC. If you are a FERS federal employee, then you need to know the best way to prepare and enjoy your retirement. In this brief session, we will review what you need to retire and calculate your current benefits for your retirement. Some of the topics will cover your benefits including your social security, life insurance, health insurance, and how to invest appropriately.

Wednesday, June 25, 2003 - Kennedy Space Center Tour

Thursday, June 26, 2003

Palm Pilot - Katie Collins, PC Systems Administrator, U. S. Probation - Middle District of Florida. This presentation will focus on maximizing the functionality of your PDA by using features software, and add-on hardware that will allow you to use it as an extension of your desktop. You can synchronize data from the internet, including most web-based database applications, download, view and edit your word processing files and manage your email, among other things, anywhere at any time.

We will touch on the many differences between the various PDA's and their operating systems, but the majority of the presentation will focus on the Palm OS.

Laughing at Stress - Eddie Williams, Blue Cross/ Blue Shield. "Laughing at Stress" is a 25 minute video by nationally known humor and stress expert Loretta LaRouche. She teaches audiences how to replace stress with joy. They will learn how to laugh at themselves, appreciate each moment, and begin to see the humor in stressful situations. Loretta's expertise lies in her ability to point out the irrational ways that people react to stress. With anecdotes and amusing references to herself she gets her audiences laughing and keeps them laughing.

This program is designed specifically for training situations in work environments, where the goal is to give participants a new outlook and specific tools for using humor to manage stress. Loretta's extensive knowledge of cognitive restructuring is ingeniously interweaved into her funny monologues and reinforced with five simple steps your audience will easily remember after just one viewing.

With many practical examples, Loretta shows how moving joyfully, thinking joyfully, giving the gift of joy, finding joy in everyday life and making a joy list can help you laugh more and feel better too. This is one training session your employees will really enjoy!

The "Laughing at Stress" seminar is facilitated by Eddie Williams, Eddie has been a member of the Federal Employee Program team at Blue Cross Blue Shield of Florida since 1990. Moving through the ranks from Claims Entry, to Customer Service, and then to the Supervisory Level, he has experienced first hand the value of stress management.

Building Effective Partnerships to Manage Technology - Michael Siegel, FJC. This 90-minute session presents research findings on the work preferences of technical professionals and court managers and staff and suggests specific methods to improve communication among these groups. Learn how courts have improved working relationships between technical and non-technical staff, especially as they implement CM/ECF and other large automation projects.

Dealing With the Toxic Employee - Doug Malloy, Chief Assistant U. S. Attorney, U. S. Department of Justice. Dealing with the Toxic Employee (the martyr, the Teflon employee, the chronically unhappy, Mr./Ms. Sky is Falling, the fast and the furious) provides some techniques, weapons, and ideas on how to deal with problem employees in the work place. Hopefully humorous, entertaining and insightful.

WeberPerfect - Carolyn Weber, Training Specialist, U. S. District Court - Middle District of Florida. WeberPerfect is a forms generation program using nested macros to easily generate standard forms used in many clerk's offices. Carolyn Weber, the creator, will demonstrate the system and discuss the myriad of applications in local court form creation and development. WeberPerfect will also be integrated with Release 2 of the CM/ECF software slated for 2003.

Dealing With Difficult People - Gerry Tart, Employee Assistant Program Counselor, Federal EAP Program. *"How to Cope with Aggravating People"* This empowering seminar focuses on assertive communication skills that preserve dignity and set limits in response to unreasonable behavior. Participants will learn to understand defensive behaviors, focus on what they can do rather

than attempting to change the other person, understand and use effective coping strategies, and enhance basic communication skills.

Conflict Management Strategies - Negotiation and Mediation - Michael Siegel, FJC. This 90-minute session will review the basic principles of "interest-based" conflict management and provide examples of four different approaches to negotiating. The session will also make suggestions about the selection of an appropriate conflict resolution strategy by parties in conflict. Sometime, negotiation is the best tactic, but at other times mediation is needed. The courts' employee dispute resolution program will be used as an example of a mediation alternative.

FISH -ilosophy - Sheryl Loesch, Clerk of Court, U. S District Court - Middle District of Florida. Imagine a workplace where everyone chooses to bring energy, passion, and a positive attitude with them each day - an environment in which people are truly connected to their work, their colleagues, and to their customers. FISH is a tool to help you lead people toward creating that environment. This training is designed to give employees and supervisors the tools to put the ideas and concepts into their work and into their personal lives. Based on the book by Stephen C. Ludin, Ph.D., Harry Paul and John Christensen.